

MONTANA COMPREHENSIVE ASSESSMENT SYSTEM (MONTCAS)

GUIDELINES AND PROCEDURES FOR TEST SECURITY

2013



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**Denise Juneau, Superintendent
Montana Office of Public Instruction**

www.opi.mt.gov

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MONTANA COMPREHENSIVE ASSESSMENT SYSTEM (MONTCAS)

GUIDELINES AND PROCEDURES FOR TEST SECURITY

PURPOSE

To maintain the integrity of the Montana Comprehensive Assessment System (MontCAS), standardized procedures must be followed so that materials are kept secure and all students take the tests under standard conditions. For purposes of accountability, results must be valid and accurate to ensure fairness among all participating schools.

MontCAS requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction (OPI) with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of the MontCAS. Testing personnel should not reproduce, discuss, or in any way release, share or distribute the test questions, reading passages, or performance tasks. Any other use of these materials may constitute a security breach. All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or system.

Although the Montana Office of Public Instruction specifies the following policies and guidelines, all possible testing situations cannot feasibly be covered. If a testing issue arises that is not addressed in this document, apply the following guideline:



No student taking the test should have access to any form of assistance or material that could provide an unfair advantage.

This Guide is to be used in conjunction with the MontCAS test coordinator, test administrator, and accommodations guides and manuals. All tests must be administered in strict accordance with the instructions contained in these guides and manuals. Questions and uncertainties that cannot be answered by these materials or by your System Test Coordinator should be directed to Judy Snow, State Assessment Director, at the Office of Public Instruction.



Judy Snow, State Assessment Director
Telephone: (406)444-3656
E-mail: jsnow@mt.gov
Fax: (406)444-0743
PO Box 202501
Helena, MT 59620-2501

DEFINITIONS

Test Security is dependent on keeping materials secure and following standard procedures in administering tests. The following definitions are included for clarification.

Testing irregularity:

- Any event (before, during, or after testing) that could potentially impact the security of the test or the accuracy of the test data.
- Includes any actions or precautions that vary from directions specified by testing contractor manuals or the OPI.

Secure test materials:

- Test booklets, answer documents, and other materials as defined by OPI and testing contractors that must remain secure to preserve the integrity of the tests.
- Materials must be kept in a secure location and not copied.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.

Security breach:

- Test materials copied or not kept in a secure location. For a location to be secure, the two lock system is recommended, one for the door and one for the cabinet or other container where the materials are stored.
- A violation of a testing procedure or environment that gives an unfair advantage to a student or group of students and could jeopardize the security and integrity of the tests and/or resulting data.

Coaching:

- A security breach that gives an unfair advantage to a student or group of students.
- The coaching security breach includes providing answers to students, changing student responses, suggesting students change their responses, or influencing student responses to test questions by offering hints, clues, cues, facial expressions, nods, voice inflections or any other manner of assistance that could impact a student's answers. It also includes not following the explicit directions for accommodations that are listed in the accommodations manual.

TRAINING REQUIREMENTS

- It is the responsibility of each school district to appoint a System Test Coordinator and/or designated school testing representatives. The System Test Coordinator is responsible for reviewing applicable training and assessment materials and attending training sessions as offered and provided by OPI.
- The System Test Coordinator and designated school representative are responsible for providing test administration training to all building test coordinators within their respective districts.



All persons involved with testing, including proctors, scribes, and test administrators, should receive annual training on test administration procedures and guidelines, test security, accommodations, and calculator use.

MontCAS should be administered to students only by licensed professionals who have been trained and are familiar with standardized testing procedures. Substitute teachers and student teachers should not administer the tests unless they have been trained in these procedures, and are under the direct supervision of a licensed educator. Paraprofessionals may assist with the administration when they are under the direct supervision of a licensed teacher/education.



All individuals involved with testing should be informed by their System Test Coordinator or designated testing representative of the appropriate process for reporting any form of testing irregularities or security breaches.

MATERIALS

- Test security is vitally important to the integrity of the statewide testing system and involves accounting for all secure test materials before, during, and after test administration.
- Secure test materials should be kept in locked storage when not in use and access should be limited to authorized persons who have been trained in handling secure testing materials.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.

Secure test materials should not be duplicated in any form, and test questions should not be discussed.

MAINTAINING STANDARDIZED TESTING PROCEDURES

All MontCAS test administration materials, policies, and guidelines should be reviewed before any tests are administered. Tests must be administered in strict accordance with the instructions and policies contained in these materials. Directions should not be modified in any way, unless specified in individualized education plans (IEPs) or plans for students with limited English proficiency (LEP) or eligible for services under section 504.

If at any point there is a testing irregularity or any concern that the security or integrity of the test has been jeopardized, follow the procedures outlined in this guide (beginning on page 8).

Test administrators are responsible for ensuring that no child is given an unfair advantage in the administration of the MontCAS; therefore,

Do NOT... * Unless specified as an accommodation for an individual student	
Do NOT...	allow students to have cell phones, headphones,* or other electronic communication devices in testing areas.
Do NOT...	allow students to use dictionaries, Thesauri, or reference sources.*
Do NOT...	allow students to use calculators when not specified.
Do NOT...	coach or provide feedback to students before, during, or after testing.
Do NOT...	influence, alter, or interfere with a test response in any way or instruct a student to do so.
Do NOT...	fill in any unanswered questions or provide actual answers.
Do NOT...	give students access to secure test questions prior to testing or discuss test questions at any time.
Do NOT...	copy or reproduce any portion of the secure test materials, or provide answer keys.
Do NOT...	deviate from the procedures specified in the MontCAS test coordinator and administrator manuals. (NOTE: There may be some cases in which the OPI requires procedures different from those in the manuals published by the test contractors. DO follow the OPI procedures.)
Do NOT...	instruct students to deviate from these guidelines.
Do NOT...	leave students unattended with testing materials or to take them unaccompanied to another location.
Do NOT...	allow students to go back to previous test sections to review, complete, or revise answers.
Do NOT...	allow students to re-test once they have started or completed a test section.
Do NOT...	provide accommodations other than those specified and allowed in MontCAS accommodations guidance.
Do NOT...	exclude eligible students from taking the tests.
Do NOT...	participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this section.



Test administrators are not allowed to answer any questions related to the contents of the test. If a student asks a question, the test administrator may respond, "I'm sorry I can't help you; just do your best."

Do...	maintain a positive attitude about testing before, during and after testing.
Do...	follow test security and administration guidelines.
Do...	make sure if a test section is started that it is finished in the same day.
Do...	cover or remove bulletin boards, posters, or other instructional displays that could aid students during testing.**
Do...	account for all test booklets and answer documents and keep them in a secure location.
Do...	scribe exact student responses, including incorrect responses, when scribing is a specified accommodation. Include all grammatical and punctuation errors when scribing answers to constructed response questions.
Do...	transcribe exact student responses, including incorrect responses, when a student's test booklet has been damaged or an alternate format has been used (such as Braille).
Do...	keep voice inflections neutral in the event a required and allowable test accommodation is to read portions of the test aloud.
Do...	minimize distractions during testing, including intercom announcements.
Do...	place "Do not disturb" signs on doors where testing is occurring.
Do...	allow students rest room breaks in advance of testing.
Do...	check to see if all eyeglasses and/or hearing devices are working and being used, if needed.
Do...	make sure the testing environment is comfortable and has appropriate lighting.
Do...	monitor students as they test.
Do...	utilize testing proctors at a recommended ratio of one proctor to not more than 30 students.
Do...	account for and return all secure test materials as specified in test coordinator and administrator manuals.
Do...	report testing irregularities/security breaches.
Do...	follow procedures for reporting as specified.
Do...	clear main/home screen of calculators both before and after calculator use sessions.

*** Anything that could guide a student to an answer should be covered or removed. This includes instructional items that are not available to all students taking the test such as graphic organizers or multiplication tables. In addition to the need for students to work independently, no students should have any form of assistance or material that other students do not have. The tests are standardized and the testing process is standardized. Any deviations from the process might compromise valid assumptions.*

ACCOMMODATIONS

The 2013 Accommodations Manual and Accommodations Guidance Memo are posted online at http://opi.mt.gov/curriculum/MontCAS/#gpm1_5


Link to Manual: <http://opi.mt.gov/PDF/Assessment/CRT/TA/13AccommodationManual.pdf>

Link to Guidance: <http://opi.mt.gov/PDF/Assessment/CRT/TA/13Accommodations-Guidance-Memo.pdf>

The use of accommodations and references to the manual and guidance must be covered in test administration training.

The following reminders should be addressed during training and monitored closely to avoid a testing irregularity.

- Accommodations are determined on an individual basis.
- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.
- Allowable standard accommodations for the CRT that are described in a student's IEP/504 Plan should match those used during the administration of the CRT.
- Non-standard accommodations for the CRT that are described in a student's IEP/504 Plan should be used during the administration of the CRT.
- Accommodations coded with * are suggested as appropriate for Limited English Proficient (LEP) students.
- Accommodations coded with ** are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.
 - In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the CRT with an accommodation keyed with **. In most cases, these are students who may have a medical emergency at the time of testing. In medical emergency cases, please contact Judy Snow, 406-444-3656 jsnow@mt.gov

 **New this year:** For prospective cases in which the request is not related to a medical emergency, the four guidelines below should be followed.

1. The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
2. A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
3. There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
4. The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.

Instructions for the online process to request approval will be provided to System Test Coordinators in a separate document.

UNFORESEEABLE CIRCUMSTANCES

In the event a student suffers from an unforeseeable circumstance immediately before or during testing, the student may be provided with allowable standard accommodations as appropriate. Please contact the OPI Assessment Office with any questions. Examples of unforeseeable circumstances are:

Injuries—If a student is unable to write or needs special accommodations to participate in the testing, please refer to the accommodations guidance. The student may require a standard accommodation coded **. If that is the case, please contact the OPI Assessment Office.

Illness—A student may not return to interrupted test sessions which the student has begun except in rare cases, when a student becomes ill during a session and partially completes it. In those, such as nosebleeds or coughing spells, the student may return to the session as long the student completes the session the same day. If the student cannot return to the session and complete it, it is a medical emergency and qualifies for an AYP appeal in June

2013. Please keep careful records. In both cases, if there are sessions the student has not begun, the student must take those within the specified window.

Damaged materials—In the event an answer document is damaged and unable to be scored, answers may be transcribed to a new answer document as long as student answers are transferred exactly the same. If the document is damaged during a test section, the student may continue to answer the questions on a new answer document (ensuring the student is using the same form of test booklet) at the number they left off. Previous answers can later be transcribed by a trained test administrator. Please contact the State Assessment Director for guidance.

Interruptions/emergencies—In the event that testing is interrupted due to an emergency, the System Test Coordinator should be notified. If students are able to resume testing after the emergency, the time should be extended so that the students are allowed full time allocation. If, however, the test is interrupted during a timed portion, consult with your System Test Coordinator who should contact the State Assessment Director for guidance.

Disruptive students—If a student becomes disruptive during testing, the student may be removed from the testing location so that other students can continue testing without the disruption. If the disruptive student is unable to finish the test section (session) at that time, that section (session) may not be continued on a different day. However, the student may finish the section (session) in a different location on the same day.

Student refusal/non-compliance—If a student refuses to test, refuses to complete a test, or engages in random marking or bubbling, the answer document must still be sent with used answer documents for scoring.

Cheating—Students should not be allowed to share information with or obtain information from other students in any way. All instances involving cheating should be reported.



Please note that due to the limitless possibilities of testing circumstances, not all situations can be addressed. Please direct all questions to your System Test Coordinator or the state assessment director.

SECURITY DOCUMENTATION FOR THE CRT AND CRT-ALT

Consistent test administration is necessary for accurate test results. And, it is essential for educators handling test materials and administering the tests to receive training and understand correct procedures.

As a reminder and a guide, the OPI provides three documents, one for educators who handle the materials and/or administer the test, one for System Test Coordinators who handle materials and provide training, and one for school principals who oversee the testing environment in their schools. In addition, a training log template is also provided.

- These documents are intended to provide advanced knowledge of possible consequences of a security breach or a serious testing irregularity. Using these documents in the manner outlined below insures that all educators involved in testing have been given the opportunity to know and understand their responsibilities and consequences regarding test security. The responsibilities and consequences remain

the same with or without the documents; however, the forms are a vehicle to provide the information to the responsible parties.

- For the spring 2013 CRT and CRT-Alternate test administration, System Test Coordinators and principals involved with CRT or CRT-Alternate testing and/or administration are required to provide documentation of training. Copies of the three memos and the training log template listed below are posted online. Click on the security tab at the following link:
http://opi.mt.gov/curriculum/MontCAS/#gpm1_5 They are also in Appendix A of this manual.

Memo 1

Test Administration and Security Information Memo for teachers describes their responsibilities. Each teacher administering the CRT or CRT-Alternate must receive the memo prior to or during training before the distribution of materials and test administration.

Memo 2

Memo to System Test Coordinators agreements outlines their responsibilities or test security, training, and distribution of materials. After testing, each System Test Coordinator will go online to certify that the requirements have been met.

- <http://iservices.measuredprogress.org/>
- Select Montana, then Test Security Agreement, then scroll to system in the System Test Coordinator column.

Memo 3

Memo to school principals/authorized representatives specifies responsibilities for test security and test administration training and distribution of materials in their schools. After testing, each principal/authorized representative will go online to certify that the requirements have been met.

- <http://iservices.measuredprogress.org/>
- Select Montana, then Test Security Agreement, then scroll to school in the Principal/Authorized Representative column

Training Log Template

Please use this log, or a similar one, to record trainings and attendees. It should be kept at each school with the principal/authorized representative.

PROCEDURE FOR REPORTING TESTING IRREGULARITIES AND/OR SECURITY BREACHES

- Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified. The Testing Irregularity Form (TIR) is to be completed online within five days of the incident. Instructions for the online process to report a testing irregularity are provided to System Test Coordinators in a separate document.
- To assist in collecting the information needed to submit online, a screen shot of the online form is included in Appendix B of this manual.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension.
- If there is concern about ramifications from local reporting of an irregularity or breach, a paper form may be completed and submitted directly to the State Assessment Director. A pdf copy is online for this purpose. Click on the security tab at the following link: http://opi.mt.gov/curriculum/MontCAS/#gpm1_5 It can be faxed or mailed to:

Judy Snow, OPI, P. O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743. If you have questions, please contact Judy Snow, State Assessment Director, 406-444-3656 or jsnow@mt.gov

Appendix A

On the following pages of this appendix are samples of

- Test Security and Administration Memo to Teachers
- Test Security and Administration Memo to System Test Coordinators
- Test Security and Administration Memo to Principals/Authorized Representatives
- Training Log Template

All of these documents are available online in pdf format.

Click on the security tab at the following link: http://opi.mt.gov/curriculum/MontCAS/#gpm1_5



TO: Montana Educators Who Administer the CRT or CRT-Alternate and/or Handle the Testing Materials
FROM: Judy Snow, State Assessment Director
DATE: December 2012
RE: Test Administration and Test Security Information for the Spring 2013 CRT and CRT-Alternate

The following information is provided to all educators who handle testing materials and/or administer the CRT and CRT-Alternate Assessments.

The Montana Comprehensive Assessment System (MontCAS) requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of the Montana CRT and CRT-Alternate testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As a professional educator, it is appropriate that you receive training on test security and administration so that you can fulfill your professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials. Please understand that a security breach or serious testing irregularity could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and/or it could result in invalidated student scores and impact AYP determination(s).

The following is key information you should receive in training about test security and test administration **before** handling materials or administering the assessments.

Test materials must be kept secure when not being used for testing

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test items, questions, reading passages, or performance tasks may not be shared or discussed.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.

In the testing classroom

- What constitutes coaching?
- What constitutes a security breach/serious testing irregularity?
- What materials can and cannot be displayed in the testing classrooms?

Reporting a Testing Irregularity or Security Breach

- A suspected testing irregularity should be reported immediately to the System Test Coordinator, principal, and OPI within 3 days in person or by phone.
- The Testing Irregularity Form (TIR) is to be completed online by the System Test Coordinator within 5 days of the incident.
- If there is concern about ramifications from local reporting of an irregularity or breach, the paper form may be completed and submitted directly to the State Assessment Director. A pdf copy is online for this purpose. Click on the security tab at the following link http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

It can be faxed or mailed to:

Judy Snow, OPI, P. O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743

If you have questions, please contact Judy Snow, 406-444-3656 or jsnow@mt.gov

Accommodations

- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice, or any part of the assessment.
- Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.
- Allowable standard accommodations for the CRT that are described in a student's IEP/504 Plan should match those used during the administration of the CRT.
- Non-standard accommodations for the CRT that are described in a student's IEP/504 Plan should be used during the administration of the CRT.
- Accommodations coded with * are suggested as appropriate for Limited English Proficient (LEP) students.
- **Accommodations coded with ** are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.**
 - In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the CRT with an accommodation keyed with **. In most cases, these are students who may have a medical emergency at the time of testing. In medical emergency cases, please contact Judy Snow, 406-444-3656 jsnow@mt.gov
 - **New This Year:** For prospective cases in which the request is not related to a medical emergency, the four guidelines below should be followed.
 - The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
 - A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
 - There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
 - The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.OPI is providing an online system to request approval. System Test Coordinators have received instructions to submit the requests.

The window for requests is December 20, 2012 – February 1, 2013.

Follow procedures provided during training and in the following online documents

http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

- *Test Administrator Manual for the CRT*
- *Test Administrator Manual for the CRT-Alt*
- *Test Security Guidelines*
- *PDF Copy of Testing Irregularity Report (TIR)*
- *Accommodations Manual and Guidance Memo*
- *Samples of Information Memos for System Test Coordinators, Principals/Authorized Representatives, and Teachers*

Thank you for all your good work.

There is more to assessment than testing!



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(406) 444-3095
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TO: System Test Coordinators
FROM: Judy Snow, State Assessment Director
DATE: December 2012
RE: Test Security Information on Responsibilities and Agreements for Spring 2013 CRT and CRT-Alternate

The memo provides information on the responsibilities of System Test Coordinators, Key Information for test administration and test security Training, and Instructions for using the online program for test security agreements.

1. Responsibilities

The System Test Coordinator for the CRT or CRT-ALT assessment(s) is responsible for the training of educators who handle testing materials and/or administer the assessment(s).

The Montana Comprehensive Assessment System (MontCAS) requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of Montana CRT and CRT-Alternate testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the System Test Coordinator, you are required to certify online that you have received and provided training in test security, handling of test materials, test administration, accommodations, and calculator use to the appropriate educators in your system, such as school principals/authorized representatives, school test coordinators, and test administrators and have communicated to the appropriate educators that it is their professional responsibility to maintain the security of the test and test materials. It is essential that professional educators receive training on test security and administration in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials and to follow prescribed test administration procedures.

For your convenience, a training log template is included in the *2013 Guidelines and Procedures for Test Security*, Appendix A and is online. Both are online at the following link by clicking on the Security Tab.

http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

It, or a similar one, should be used to record trainings and attendees. The completed log should be kept at each school with the principal/authorized representative.

Please advise all school principals/authorized representatives in your system to download information about their responsibilities and their agreements. In addition, please provide the link to the test security

information for all teachers. Both of these documents should be used as content and a reference during training. Both are online at the following link by clicking on the Security Tab.

http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

2. Key Information for Training

Follow procedures for materials handling, test administration, test security and accommodations as outlined in the following documents: http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

- *Test Coordinators Manual for the CRT and the CRT-Alt*
- *Test Administrator Manual for the CRT*
- *Test Administrator Manual for the CRT-Alt*
- *Test Security Guidelines*
- *PDF Copy of Testing Irregularity Report (TIR)*
- *Accommodations Manual and Guidance Memo*
- *Samples of Information Memos for System Test Coordinators, Principals/Authorized Representatives, and Teachers*

Test Materials

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test items, questions, reading passages, or performance tasks may not be shared or discussed.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.

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Accommodations Reminders

- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.
- Allowable standard accommodations for the CRT that are described in a student's IEP/504 Plan should match those used during the administration of the CRT.
- Non-standard accommodations for the CRT that are described in a student's IEP/504 Plan should be used during the administration of the CRT.
- Accommodations coded with * are suggested as appropriate for Limited English Proficient (LEP) students.
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 - In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the CRT with an accommodation keyed with **.

In most cases, these are students who may have a medical emergency at the time of testing. In medical emergency cases, please contact Judy Snow, 406-444-3656 jsnow@mt.gov

- **New this year:** For prospective cases in which the request is not related to a medical emergency, the four guidelines below should be followed.
 - The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
 - A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
 - There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
 - The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.

Instructions for the online process to request approval will be provided to system test coordinators in a separate document.

3. Reporting a Testing Irregularity or Security Breach

- A suspected testing irregularity should be reported immediately to the principal and to OPI within 3 days in person or by phone.

The Testing Irregularity Form (TIR) is to be completed online within 5 days of the incident.

Instructions for the online process to report a testing irregularity will be provided to system test coordinators in a separate document.

- To assist you in collecting the information needed to submit online, a copy of the form is included in the *2013 Test Security Guidelines*.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension of time to submit the TIR.
- If there is concern about ramifications from local reporting of an irregularity or breach, the paper form may be completed and submitted directly to the State Assessment Director. A pdf copy is online for this purpose. It can be faxed or mailed to:

Judy Snow, OPI, P. O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743

If you have questions, please contact Judy Snow, State Assessment Director, 406-444-3656 or jsnow@mt.gov

4. Submitting the Agreement

After testing, please go online to complete the test security agreement for your school system.

- <http://iservices.measuredprogress.org/>
- Select Montana, then Test Security Agreement, then select System Test Coordinator, then select your system.



TO: School Principals/Authorized Representatives
FROM: Judy Snow, State Assessment Director
DATE: December 2012
RE: Test Security Information on Responsibilities and Agreements for Spring 2013 CRT and CRT-Alternate

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1. Responsibilities

The principal/ authorized representative for a school participating in the CRT or CRT-ALT assessment(s) is responsible for ensuring that school personnel handling testing materials and/or administering the assessment(s) have received appropriate training regarding testing security and test administration.

The Montana Comprehensive Assessment System (MontCAS) requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of the Montana CRT and CRT-Alternate testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the School Principal/Authorized Representative, you are required to certify online that you have received training/information in test security including appropriate use of accommodations in order to facilitate monitoring of them and that before handling test materials or administering the CRT and/or CRT-Alternate, all educators in your school involved with these assessments were provided training and information to assist them in their professional responsibility as educators to maintain the security of the test and test materials. It is essential that professional educators receive training on test security and administration in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials and to follow prescribed test administration procedures.

For your convenience, a training log template is included in the *2013 Guidelines and Procedures for Test Security*, Appendix A and is online. Both are online at the following link by clicking on the Security Tab.

http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

It, or a similar one, should be used to record trainings and attendees. The completed log should be kept at each school with the principal/authorized representative.

You will certify that the training of educators in your school included the following:

1. Each educator involved in the assessments received a copy of *Test Security Information for Teachers*.
2. Test security, handling of materials, test administration, accommodations, and calculator use
 - a. Keeping testing materials secure

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

- b. Not reproducing, discussing, or in any way releasing, sharing, or distributing test questions, reading passages, or performance tasks
 - c. What constitutes a security breach (specified in the *OPI Test Security Guidelines* and Test Security PowerPoint)
 - d. Information that a security breach could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and that a security breach could invalidate student scores and impact AYP determination(s)
3. Procedures for materials handling and test administration outlined in the *Test Coordinators Manual*, *Test Administrator Manuals*, *OPI Accommodations Manual*, and *OPI Test Security Guidelines* must be followed.

2. Key Information for Training

Follow procedures for materials handling, test administration, test security and accommodations as outlined in the following documents: http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

- *Test Coordinators Manual for the CRT and the CRT-Alt*
- *Test Administrator Manual for the CRT*
- *Test Administrator Manual for the CRT-Alt*
- *Test Security Guidelines*
- *Testing Irregularity Report Form(TIR)*
- *Accommodations Manual and Guidance Memo*
- *Samples of Information Memos for System Test Coordinators, Principals/Authorized Representatives, and Teachers*

Test Materials

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test items, questions, reading passages, or performance tasks may not be shared or discussed.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.

In the Testing Classroom

- What constitutes coaching?
- What constitutes a security breach?
- What materials can and cannot be displayed in the testing classrooms?

Accommodations Reminders

- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.
- Allowable standard accommodations for the CRT that are described in a student's IEP/504 Plan should match those used during the administration of the CRT.
- Non-standard accommodations for the CRT that are described in a student's IEP/504 Plan should be used during the administration of the CRT.

- Accommodations coded with * are suggested as appropriate for Limited English Proficient (LEP) students.
- Accommodations coded with ** are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.
 - In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the CRT with an accommodation keyed with **. In most cases, these are students who may have a medical emergency at the time of testing. In medical emergency cases, please contact Judy Snow, 406-444-3656 jsnow@mt.gov
 - **New this year:** For prospective cases in which the request is not related to a medical emergency, the four guidelines below should be followed:
 - The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
 - A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
 - There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
 - The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.

Instructions for the online process to request approval will be provided to system test coordinators in a separate document.

3. Reporting a Testing Irregularity or Security Breach

- A suspected testing irregularity should be reported immediately to the principal and to OPI within 3 days in person or by phone.
- The Testing Irregularity Form (TIR) is to be completed online within 5 days of the incident. Instructions for the online process to report a testing irregularity have been provided to system test coordinators in a separate document.
- To assist you in collecting the information needed to submit online, a copy of the form is included in the *2013 Test Security Guidelines*. http://opi.mt.gov/curriculum/MontCAS/#gpm1_5. Select the security tab.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension of time to send in the TIR.
- If there is concern about ramifications from local reporting of an irregularity or breach, the paper form may be completed and submitted directly to the State Assessment Director. A pdf copy is online for this purpose. It can be faxed or mailed to:

Judy Snow, OPI, P. O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743

If you have questions, please contact Judy Snow, State Assessment Director, 406-444-3656 or jsnow@mt.gov

4. Submitting the Agreement

After testing, please go online to complete the test security agreement for your school.

- <http://iservices.measuredprogress.org/>
- Select Montana, then Test Security Agreement, then select Principal/Authorized Representative, then select your school.

System CRT Training Log

School System: _____

School Name: _____

Title of Training: _____ Date: _____ Time: _____

Name of Presenter (First, Last): _____

Attendees:

Time In	Time Out	First Name	Last Name	Signature	Received Materials
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Appendix B

Screen Shot of Online Testing Irregularity Report Tips for Completing the Testing Irregularity Report

Completing Irregularity Reports Using the Online MontCAS System:

- Test-Coordination may access the online Testing Irregularities Report by going to the MontCAS System website: <https://apps.opi.mt.gov/MontCAS/frmLogin.aspx>.
- Every question on the Testing Irregularities Report must be answered before it can be submitted to OPI.
- Drop-down lists are provided for some questions.
- When completing your description of the incident and how it was handled, use as many details as possible, including names of parties (not student names) involved and number of tests affected.
- A button has been provided that will allow you to check the Student ID number before you submit the form.
- Once you have completed the form, click the Submit button located at the bottom of the page.
- You will receive email verification that your form has been submitted and you will be given the option to print the request.
- Your request will be added to the “Submitted Requests” list on the Accommodations page. (If this is your first form using the MontCAS System, the list will simply be a message saying “No incidents have been entered for this school”).

This application is not open at this time.

All school and system personnel involved in the administration of the CRT and the CRT-Alternate and the accompanying materials must report immediately any violation or suspected violation of test security, administration policies and guidelines, and/or confidentiality. School or system staff should notify their System Test Coordinator and School Principal if they witness or suspect an irregularity has occurred. The System Test Coordinator should notify OPI within 3 days by telephone or email and should complete the online form within 5 days.

The testing irregularities page provides the functionality for schools to enter irregularities discovered during the test materials and testing windows and receive OPI feedback on each event in a timely manner.

No incidents have been entered for this school.

Please complete the entire form to add a new incident. NOTE: The incidents listed above are at the System and School that are selected.

System (SS):	<input type="text"/>	School (SC):	<input type="text"/>
Date of Incident:	<input type="text"/>	Test:	<input type="text"/>

Has OPI been contacted regarding this incident?	<input type="radio"/> Yes <input type="radio"/> No	Person completing this report:	<input type="text"/>
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Grade:	<input type="text"/>	Content Areas:	<input type="checkbox"/> Reading <input type="checkbox"/> Math <input type="checkbox"/> Science
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Describe the incident:	<input type="text"/>	Describe the handling of the incident:	<input type="text"/>
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Educators involved and their roles:	<input type="text"/>
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Each student is checked against AIM to ensure that the state id entered is valid. You must check each student. When finished, the entire incident will need to be submitted.

Enter student State ID to check:	<input type="text"/>	Student's Test Form Number:	<input type="text"/>
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Please click to check if State ID is correct

No students have been entered.

Submit this incident to OPI

If you have any questions, contact: Ashley Makowski at (406) 444-3511 or AMakowski@mt.gov